



COMMUNITY CLASSES

POLICIES AND PROCEDURES

"Providing Safe and Satisfying Recreational Opportunities for the Residents and Visitors to Maui County"

COMMUNITY CLASSES POLICIES AND PROCEDURES

Purpose:

The mission of the Department of Parks and Recreation is, “to provide safe and satisfying opportunities for the residents and visitors of Maui County.” One of the ways for the County of Maui Department of Parks and Recreation to meet this goal is by establishing the Community Class program.

The Department recognizes that the Community Class program is an integral part in its mission “to provide safe and satisfying opportunities for the residents and visitors of Maui County.” The Community Class program which is co-sponsored by the department provides an affordable recreation opportunity for residents throughout all park districts. Private instructors in the community are being used to supplement the department’s existing programs to address the recreational needs in this community. Classes such as hula, aerobics, martial arts, and swimming, are available just to name a few.

Scheduling of Classes:

1. Classes are scheduled at the discretion of the Department of Parks and Recreation
2. Scheduling and type of classes will be based on the recreational needs of the district and community. Class determination will be made by the designated department representative.
3. Classes must be recreation, health, or culturally related in nature
4. Classes must be made available to the general public
5. County sponsored program(s) will take precedent on the use of your permitted facility if a conflict occurs. If this occurs, the department will be responsible to advise you at least fourteen (14) calendar days in advance and will make the proper accommodations to minimize the impact on your class. A few of the County and department sponsored program are as follows:
 - Community meetings
 - Staff training for department that are commonly held in the evenings or weekends.
 - Year round or seasonal programs sponsored by the department
6. Permits for use of facilities are not confirmed unless space is available and all requirements have been fulfilled.
7. The Department has the right to discontinue classes at its own discretion. The decision to continue classes will be based on criteria such as but not limited to:
 - Meeting the needs of the community
 - Professionalism of class and/or instructor
 - Space availability
 - Future trends
 - Cooperation with department staff

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- Number of class participants
- Monitors' reports on instructor and/or class
- Participants' surveys
- Fulfilling program requirements in a timely manner

Should you disagree with your termination, a letter to appeal the decision must be submitted within 5 calendar days (after the date of receiving your letter of termination) to the designated department representative.

8. The intent of Community Classes program is to provide on-going recreational opportunities rather than forming clubs or organized practices for competition purposes. On-going registration of new students and participants are highly recommended.

Equal Access Policy:

The County of Maui prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. The instructor is responsible to make sure the Equal Access Policy is conformed to.

Instructor is responsible for providing reasonable modification when requested. Instructors should contact the Inclusion Specialist at (808) 270-7979 if they have any questions regarding requests for reasonable modification.

Minimum Number of Class Participants:

If class attendance or registration is below an average of 5 students per session, the department has the authority to terminate your class and will provide you with a 30 days notice prior to the actual termination date. Due to obvious safety concerns for Aquatic related Programs a ratio of 4 students per instructor will be enforced. The maximum number of students allowed per class may be adjusted by Parks & Recreation and the Aquatics Dept

Evaluation:

The instructors will be required to distribute program evaluation forms to all participants and/or parents (guardians) after the end of the each session. These evaluations generally will consist of:

- Rating of your class sessions
- What was good about the program
- How can the program be improved (if applicable)

Failure in receiving a satisfactory evaluation may result in cancellation of your program

Each instructor will also be provided with an evaluation form at the end of each session. The form will address the following issues:

- Condition of facility
- Comments on the monitoring program
- Ideas on how the program could be improved or amended
- Other applicable ideas or comments

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How to become a Community Class Instructor:

1. Contact the department's Recreation Specialist
 - Will transmit a Community Class instructor's packet
2. Schedule a meeting with the Recreation Specialist to explain program guidelines and process the instructor's packet
3. Recreation Specialist will meet with District's designated staff
 - To determine facility availability and accommodation
4. Meet the Community Class Instructor to discuss the program's criteria
 - Sign the policies and procedures form

Community Class Instructor Criteria:

1. To be considered as an instructor, the applicant must submit one or more of the following.
 - Certification from a certified body that the instructor has received the proper training and is qualified to instruct the subject class
 - If there is no certified body for that particular art i.e.; hula or music, the instructor must show by demonstration or other method that they are proficient in the art they would like to teach
 - Instructors must be ready to submit a curriculum that they will be using to assess student skills and development within their program.
 - A minimum of two years of experience
 - Letters of recommendations or awards of recognition may be accepted
2. All instructors must have a federal criminal history background check and fingerprinting done at their own expense. (\$19.25)
 - Background checks must be clear of any criminal history that may endanger participants (HRS 846.2.7)
 - Background checks and fingerprints will not be accepted from current job positions
 - The department will assist in the fingerprinting and background checks by appointment only.
 - To schedule an appointment call (808) 270-6154
3. All instructors must have a Hawaii GET (General Excise Tax) license in effect
4. Instructors must carry \$ 1,000,000 (one million dollar) general liability insurance policy if applicable under the Insurance policy.
5. Instructors are to use the County Seal and the wording, "Co-sponsored by the Department of Parks and Recreation" on all program advertisement

6. Program banners or signs at permitted facilities will be limited only during the day of the scheduled class session

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- Failure to remove banners in a timely manner may result in:
 - Banner removed and confiscated by department staff
 - Prohibition of future use of banners or signs
 - Non-compliance may result in class suspension
- 7. Community classes will be held no more than nine (9) weeks for each session with a three (3) week break period in between. The three (3) week period will allow the instructors to complete the following tasks:
 - Assure that the required paper work is transmitted to the Recreation Specialist
 - Meet with the Recreation Specialist
 - Evaluation meetings with the instructors if necessary
 - Conduct registration for the next program session
- 8. Community Class instructors must complete and transmit the following information to the Recreation Specialist after the completion of each program session:
 - Updated class schedule
 - Signed registration forms of new students
 - Sign in sheets for the previous session
- 9. Payment for your permit must be made prior to your upcoming session
- 10. The Department encourages Community Class instructors to offer free introductory classes or demonstrations during the PALS program sessions
 - To build a relationship with our program's youths and encourage interest in the respective Community Class activities

Fees:

Children, Youth and Senior Citizens (55 years and over)	Up to \$5.00 per hour
Adult classes	Up to \$8.00 per hour
Specialty classes taught by experts in respective fields e.g., authors, people with advanced degrees or training, extraordinary reputations. These are periodic classes, not meant to be ongoing classes.	Up to \$15.00 per hour Special Requests for these classes required. see attached Fee Addendum

1. Fees should be collected at the time of applying for a facility permit
 - Payment will be accepted only in exact amount of cash, bank cashier's check, or money order
2. All participant's fees shall be collected by the instructor with a copy of the receipt being made available
3. All Programs will be reviewed and assessed for classification (Type II CC, Type IV req. 501c3 or Type V)

4. Additional fees must be approved prior to start of the program by the Chief of Recreation.
5. The Department highly recommends that scholarships for youth classes be provided when appropriate
 - The Department would like to insure all children have the opportunity to participate in recreation activities regardless of economic status

Permitting Process:

1. The department permit staff will be responsible to process all facility request
2. Facility request shall be made in the park district that your class is being conducted
 - A request is not an approved permit unless all requested information is completed and approved by the Recreation Specialist
3. Facility request may be made one year in advance from the time payment is made from your most recent permit
4. Number of class participants should not supersede the facility's capacity
5. **Permits are not transferable**
6. The permit must be in possession with the instructor at all times during class sessions
7. Instructors may not teach more than two days per week at any one site.
8. Others may teach under the direct supervision of the instructor holding the permit
 - Will be required to be fingerprinted and background checked at the instructor's expense
 - No minors (under the age of 18) will be allowed to instruct without direct supervision of the permitted instructor
 - **All instructors are required to have all Certifications deemed necessary.**
9. A maximum of two similar activities may be provided at the same permitted facility or as the County deems Necessary for the needs of the Community.
10. Instructors are responsible for cleaning and locking the room, picking up loose rubbish and locking the restrooms after each use
 - Taking down all banners when leaving the premise
 - Instructors will be responsible for replacing any broken items while using the facility during your permitted use
 - The custodial deposit may be forfeited if the conditions of the permit have not been complied with (e.g., area is left unclean, doors left unlocked, using rooms at times not permitted).

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I have read this policy and I understand and agree that I will comply with all policies and procedures as set forth in this document. I also understand that any non-compliance with these requirements may result in the termination of my facility permit and program.

Instructor (Print) Signature Date

Recreation Specialist (Print) Signature Date

Policy Prepared by: _____
John L. Buck III CPRP, Recreation Program Planner Date:

Policy Approved by: _____
Floyd Miyazono, Chief of Recreation Date:

Policy Approved by: _____
Tamara Horcajo, Director of Parks and Recreation Date: